



WoodGreen Community Services *Job Posting*

Our Vision:

A Toronto where everyone has the opportunity to thrive

Director, Assisted Living & Seniors Programs Competition #2019-047-CC

Employment Type:	Full-Time, Non-Bargaining Unit
Work Hours:	35 hours/week
Application Deadline:	Open until filled

Who We Are

A United Way Anchor Agency, WoodGreen combines significant scale and a proven track record with an entrepreneurial mindset, continuously seeking and developing innovative solutions to critical social needs.

Now in our 81st year, we are one of the largest social service agencies in Toronto, serving 37,000 people each year. We're a group of diverse individuals who value respect, excellence, compassion, integrity, and team work.

Visit www.woodgreen.org to learn more about who we are and what we do.

Program Overview – Seniors' Care & Wellness, Community Care

Aging is a journey that requires thoughtful and careful planning. Our Seniors' Care and Wellness team supports seniors so they can thrive at home with dignity and independence. Some of the programs that we offer include Assisted Living Services, Cluster Care, Seniors Day Programs, Seniors Active Living Centres, Meals on Wheels, Transportation, and many more.

What You Will Do

- Actively contributes to the development of the unit's overall strategy and develops operational plans to ensure alignment with organizational vision and strategic priorities while ensuring these are cascaded down into teams.
- Carries out the management functions for operating the programs within the scope of responsibility including strategic planning and annual program planning and evaluation to ensure the strategic directions and annual objectives of the unit are achieved.
- Manages the unit's delegated financial, technological, and people resources to meet the funder's expectations and unit outcomes in conjunction with functional leads and Vice President.
- Ensures the procurement of government grants and contracts to achieve the goals of the programs.
- Ensures the operation of program statistical information systems.
- Develops and implements a process for client input into the programs.
- Establishes the operational team's talent management strategy, establishing current and future talent requirements and works with operational management to develop, recruit, and retain identified talent needs.
- Coaches, mentors, and motivates a diverse staff team to strive for the best and to achieve quality results through regular feedback and inspirational communication.
- Ensures the effective utilization of volunteers, students, and staff throughout the programs and ensures a platform of support and training for both volunteers and staff.

- Proactively collaborates with internal and external operational partners to effectively coordinate resources and responses to achieve enhanced collective client outcomes.
- Builds on best practices and feedback from stakeholders to identify options and opportunities to address emerging community needs.
- Ensures the day to day operations of the programs are consistent with any legislation or agreement governing the unit.

What You Bring to the Team

- Master's degree in a related specialized field.
- Minimum of five (5) years of management experience in a related field.

What Will Set You Apart

- Demonstrates the ability to think and act strategically.
- Experience cultivating exceptional teams.
- Demonstrated experience and comfort with collaborating with partners and key stakeholders.
- Driven to promote innovation and guide change.
- Dedicated to achieving operational excellence.
- Inherent desire to make a difference.
- Program planning, development, and evaluation skills.
- Proposal preparation, writing, and presentations skills.
- Demonstrated experience in operational financial management.
- Superior interpersonal and conflict resolution skills.

Why You'll Want to Work With Us

At WoodGreen you will be part of an amazing team that does amazing things for our community.

We offer:

- ✓ Competitive salary/excellent benefits for full-time, contract (1+ year), and PSW employees
- ✓ Ongoing training and opportunities for career advancement within the organization
- ✓ Formal staff recognition and appreciation programs
- ✓ Access to group discount programs and purchases

To Apply

Submit your resume and cover letter, **quoting the competition # in the subject line**, as follows:

WoodGreen employees <u>ONLY</u> to:	hrjobs@woodgreen.org
External applicants to:	careers@woodgreen.org

WoodGreen is an equal opportunity employer. We are committed to providing an inclusive and barrier-free selection process and work environment. If contacted in relation to an employment opportunity, please advise our HR representative at hrjobs@woodgreen.org of the accommodation measures required. Information received relating to accommodation will be addressed confidentially.